



D E P A R T M E N T O F

Management & Budget

ANNUAL TRAVEL REPORT 2008

Prepared for:
Senate Committee on
Appropriations
And
House Committee on
Appropriations

December 23, 2008

**Department of Management and Budget
Annual Travel Report
Fiscal Year 2008**

EXECUTIVE SUMMARY

The Department of Management and Budget, in accordance with Section 217(3) of Public Act 431 of 1984 and Section 216(3) of Public Act 261 of 2008, has prepared this Annual Travel Report.

During FY2008, the department expended \$26,523 for out-of-state travel, of which \$4,380 was charged to the General Fund. The following pages detail those trips, as required by statute. Total expenditures for out-of-state travel for FY2007 were \$23,332.

Total DMB expenditures for in-state travel were \$233,842 during FY2008.

Any questions regarding this information may be directed to Ron Foss, Director of DMB-Financial Services Fiscal Management, at 335-7015. Copies of this report are available at the DMB web site www.Michigan.gov/dmb/.

Department of Management and Budget
Out-of-State Travel Report
Fiscal Year 2008

Travel Dates		Employee Name	Destination	Purpose for Travel	Auth. Code	Source of Funds				Total Cost
Begin	End					GF/GP	Restricted	Federal	Other	
11/24/2007	11/29/2007	JENKINS, STEVEN	LAS VEGAS, NV	INTERNATIONAL ASSOCIATION OF FAIRS AND EXPOSITIONS. PARTICIPATION NECESSARY TO REGISTER ENTERTAINMENT FOR THE STATE FAIR WHICH WILL INCREASE ENROLLMENT AND IN RETURN INCREASE REVENUE. ALSO NECESSARY TO SECURE SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN.	C, E	\$ -	\$ 1,421.85	\$ -	\$ -	\$ 1,421.85
11/27/2007	11/30/2007	ANDERSON, TRINA	WASHINGTON, DC	LONGITUDINAL STATEWIDE DATA SYSTEM GRANTEE MEETING. PARTICIPATION NECESSARY TO COMPLY WITH FEDERAL REQUIREMENTS. WILL PRODUCE BUDGETARY SAVINGS BY LEVERAGING KNOWLEDGE GAINED FROM OTHER GRANTEE STATES. TRAVEL 100% FEDERALLY FUNDED.	C, D, F	\$ -	\$ -	\$ 1,110.17	\$ -	\$ 1,110.17
11/27/2007	11/30/2007	ROPP, MARGARET	WASHINGTON, DC	LONGITUDINAL STATEWIDE DATA SYSTEM GRANTEE MEETING. PARTICIPATION NECESSARY TO COMPLY WITH FEDERAL REQUIREMENTS. WILL PRODUCE BUDGETARY SAVINGS BY LEVERAGING KNOWLEDGE GAINED FROM OTHER GRANTEE STATES. TRAVEL 100% FEDERALLY FUNDED.	C, D, F	\$ -	\$ -	\$ 1,135.17	\$ -	\$ 1,135.17
11/29/2007	11/30/2007	NAIRN, JASON	CHICAGO, IL	RESEARCH TECHNOLOGY-BASED ACCESS CONTROL SYSTEMS OF VARIOUS BUSINESSES TO DETERMINE THE MOST COST EFFECTIVE SYSTEM THAT WILL IMPROVE THE SAFETY AND HEALTH OF MICHIGAN'S STATE EMPLOYEES AND VISITORS.	B	\$ -	\$ 372.95	\$ -	\$ -	\$ 372.95
11/29/2007	11/30/2007	PRATT, JEFFREY	CHICAGO, IL	RESEARCH TECHNOLOGY-BASED ACCESS CONTROL SYSTEMS OF VARIOUS BUSINESSES TO DETERMINE THE MOST COST EFFECTIVE SYSTEM THAT WILL IMPROVE THE SAFETY AND HEALTH OF MICHIGAN'S STATE EMPLOYEES AND VISITORS.	B	\$ -	\$ 351.95	\$ -	\$ -	\$ 351.95
02/02/2008	02/07/2008	STODDARD, PHILLIP	WASHINGTON, DC	NATIONAL ASSOCIATION OF STATE RETIREMENT ADMINISTRATORS WINTER ROUNDTABLE AND PUBLIC SECTOR HEALTH CARE ROUNDTABLE. PARTICIPATION NECESSARY TO SECURE SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN AND TO PRODUCE BUDGETARY SAVINGS.	C, E	\$ -	\$ 1,581.59	\$ -	\$ -	\$ 1,581.59
02/10/2008	02/13/2008	PAASCH, KEITH	CHICAGO, IL	ENERGY AND ENVIRONMENTAL FORUM. PARTICIPATION NECESSARY TO PRODUCE BUDGETARY SAVINGS AND TO SECURE TRAINING NOT AVAILABLE IN MICHIGAN ON HOW TO FORMULATE A PLAN TO MEET THE OBJECTIVES OF THE MIDWEST GREENHOUSE GAS ACCORD SIGNED BY GOVERNOR GRANHOLM.	C, E	\$ -	\$ 527.90	\$ -	\$ -	\$ 527.90
02/23/2008	03/01/2008	JONES, CAROL G	SAN FRANCISCO, CA	US DEPT OF ED, NATIONAL CENTER FOR EDUCATION STATISTICS FORUM AND DATA CONFERENCE. PARTICIPATION NECESSARY TO COMPLY WITH FEDERAL REQUIREMENTS. ENSURES CONTINUED RECEIPT OF FEDERAL FUNDS. TRAVEL IS 100% FEDERALLY FUNDED.	D, F	\$ -	\$ -	\$ 1,497.00	\$ -	\$ 1,497.00

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02/23/2008	02/29/2008	ROPP, MARGARET	SAN FRANCISCO, CA	US DEPT OF ED, NATIONAL CENTER FOR EDUCATION STATISTICS FORUM AND DATA CONFERENCE. PARTICIPATION NECESSARY TO COMPLY WITH FEDERAL REQUIREMENTS. ENSURES CONTINUED RECEIPT OF FEDERAL FUNDS. TRAVEL IS 100% FEDERALLY FUNDED.	D, F	\$ -	\$ -	\$ 1,439.45	\$ -	\$ 1,439.45
04/20/2008	04/25/2008	CHITTIBABU, RAJA	CHICAGO, IL	MAXIMO MOBILE WORK MANAGER 6.2 TRAINING NECESSARY TO CUSTOMIZE SCREENS VIEWED ON HANDHELD PDA'S USED TO ENTER WORK ORDER DETAIL FOR BUILDING MAINTENANCE. FIRST YEAR SAVINGS ARE ESTIMATED AT \$11,000 AS THERE WILL NO LONGER BE A NEED FOR THIRD-PARTY SOFTWARE TECHNICIANS. SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN. DMB HAS AGREED TO PAY FOR THIS MDIT EMPLOYEE.	C, E	\$ -	\$ 1,158.02	\$ -	\$ -	\$ 1,158.02
04/27/2008	04/30/2008	CRIPPEN, STEPHEN	MIAMI, FL	2008 PUBLIC RETIREMENT INFORMATION SYSTEMS MANAGEMENT (PRISM) CONFERENCE THAT PROVIDES TRAINING ON PUBLIC SECTOR RETIREMENT INFORMATION TECHNOLOGY AND USER MANAGEMENT. PARTICIPATION NECESSARY TO SECURE SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN AND TO PRODUCE BUDGETARY SAVINGS.	C, E	\$ -	\$ 1,271.01	\$ -	\$ -	\$ 1,271.01
05/19/2008	05/21/2008	ARMINIO, SARAH	DES PLAINES, IL	ONSITE AUDIT OF PROPRIETARY INFORMATION CONCERNING MAINTENANCE REBATES FROM THE STATE'S VEHICLE LEASING VENDOR, WHEELS INC. PARTICIPATION NECESSARY TO PRODUCE BUDGETARY SAVINGS.	C	\$ -	\$ 244.54	\$ -	\$ -	\$ 244.54
05/19/2008	05/21/2008	BAILEY, SANDRA	DES PLAINES, IL	ONSITE AUDIT OF PROPRIETARY INFORMATION CONCERNING MAINTENANCE REBATES FROM THE STATE'S VEHICLE LEASING VENDOR, WHEELS INC. PARTICIPATION NECESSARY TO PRODUCE BUDGETARY SAVINGS.	C	\$ 200.06	\$ 603.38	\$ -	\$ -	\$ 803.44
05/19/2008	05/21/2008	CISCHKE, ROY	DES PLAINES, IL	ONSITE AUDIT OF PROPRIETARY INFORMATION CONCERNING MAINTENANCE REBATES FROM THE STATE'S VEHICLE LEASING VENDOR, WHEELS INC. PARTICIPATION NECESSARY TO PRODUCE BUDGETARY SAVINGS.	C	\$ -	\$ 251.94	\$ -	\$ -	\$ 251.94
05/21/2008	05/23/2008	SULLIVAN, BERNICE	CHICAGO, IL	LEASING AUDITING CONFERENCE PRESENTED BY DELOITTE FINANCIAL ADVISORY SERVICES, TO LEARN THE FUNDAMENTALS AND PROCESSES OF PERFORMING A PRELIMINARY ANALYSIS AND AUDITING OF LEASE PORTFOLIOS. PARTICIPATION NECESSARY TO SECURE SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN.	E	\$ 577.35	\$ 73.55	\$ -	\$ -	\$ 650.90

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Begin	End					GF/GP	Restricted	Federal	Other	
06/10/2008	06/11/2008	STODDARD, PHILLIP	WASHINGTON, DC	PUBLIC SECTOR HEALTH CARE ROUNDTABLE LEGISLATIVE WORKSHOP, TO SEEK OPPORTUNITIES TO IMPROVE THE QUALITY OF HEALTH CARE SYSTEMS WHILE ACHIEVING LONG-TERM SAVINGS FOR HEALTH CARE PURCHASERS AND PLAN PARTICIPANTS. PARTICIPATION NECESSARY TO SECURE SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN AND TO PRODUCE BUDGETARY SAVINGS.	C, E	\$ -	\$ 254.00	\$ -	\$ -	\$ 254.00
07/11/2008	07/14/2008	WEBB SHARPE, LISA	PHILADELPHIA, PA	NATIONAL GOVERNOR'S ASSOCIATION CONFERENCE TO SECURE SPECIALIZED TRAINING THAT IS NOT AVAILABLE IN MICHIGAN.	E	\$ 145.68	\$ 471.61	\$ -	\$ -	\$ 617.29
07/12/2008	07/16/2008	DESCHENES, ANTHONY	RAPID CITY, SD	COUNCIL OF STATE GOVERNMENTS, MIDWESTERN LEGISLATIVE CONFERENCE TO GIVE A PRESENTATION ON MICHIGAN'S ENERGY PURCHASING COOPERATIVE PROGRAM AND SHARE COST SAVING IDEAS TO OTHER STATES AT THE REQUEST OF THE COUNCIL OF STATE GOVERNMENT.	C	\$ 515.18	\$ 991.20	\$ -	\$ -	\$ 1,506.38
07/12/2008	07/16/2008	PAASCH, KEITH	RAPID CITY, SD	COUNCIL OF STATE GOVERNMENTS INNOVATIONS AWARD PROGRAM FINALISTS TO PRESENT FACILITIES ADMINISTRATION TRIDIUM SOFTWARE SYSTEM CAPABILITIES. TRIDIUM IS AN ADVANCED CONTROL TECHNOLOGY SYSTEM WITH A SINGLE POINT OF RESPONSIBILITY TO MANAGE ALL BUILDINGS REMOTELY. IT SAVES MONEY BY HELPING MANAGE OUR ENERGY USAGE AND OPTIMIZES OUR BUILDING OPERATIONS BY GIVING US BROAD VISIBILITY OF OUR BUILDING OPERATIONS WITH REMOTE ACCESS BUILDING CONTROL DETAILS. PARTICIPATION NECESSARY TO SHARE COST SAVING IDEAS TO OTHER STATES AT THE REQUEST OF THE COUNCIL OF STATE GOVERNMENT.	B, C	\$ -	\$ 1,159.38	\$ -	\$ -	\$ 1,159.38
07/12/2008	07/16/2008	PERRY, TODD	RAPID CITY, SD	COUNCIL OF STATE GOVERNMENTS INNOVATIONS AWARD PROGRAM FINALISTS TO PRESENT FACILITIES ADMINISTRATION TRIDIUM SOFTWARE SYSTEM CAPABILITIES. TRIDIUM IS AN ADVANCED CONTROL TECHNOLOGY SYSTEM WITH A SINGLE POINT OF RESPONSIBILITY TO MANAGE ALL BUILDINGS REMOTELY. IT SAVES MONEY BY HELPING MANAGE OUR ENERGY USAGE AND OPTIMIZES OUR BUILDING OPERATIONS BY GIVING US BROAD VISIBILITY OF OUR BUILDING OPERATIONS WITH REMOTE ACCESS BUILDING CONTROL DETAILS. PARTICIPATION NECESSARY TO SHARE COST SAVING IDEAS TO OTHER STATES AT THE REQUEST OF THE COUNCIL OF STATE GOVERNMENT.	B, C	\$ -	\$ 1,579.13	\$ -	\$ -	\$ 1,579.13

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07/27/2008	07/31/2008	MCGROARTY, MICHAEL	BETHESDA, MD	US DEPT OF ED, NATIONAL CENTER FOR EDUCATION STATISTICS FORUM AND DATA CONFERENCE. PARTICIPATION NECESSARY TO COMPLY WITH FEDERAL REQUIREMENTS. ENSURES CONTINUED RECEIPT OF FEDERAL FUNDS. TRAVEL IS 100% FEDERALLY FUNDED.	C, D, F	\$ -	\$ -	\$ 1,343.93	\$ -	\$ 1,343.93
07/29/2008	08/02/2008	JONES, CAROL G	BETHESDA, MD	US DEPT OF ED, NATIONAL CENTER FOR EDUCATION STATISTICS FORUM AND DATA CONFERENCE. PARTICIPATION NECESSARY TO COMPLY WITH FEDERAL REQUIREMENTS. ENSURES CONTINUED RECEIPT OF FEDERAL FUNDS. TRAVEL IS 100% FEDERALLY FUNDED.	C, D, F	\$ -	\$ -	\$ 1,049.36	\$ -	\$ 1,049.36
08/09/2008	08/13/2008	MESTER, LAURA	CHICAGO, IL	2008 NATIONAL ASSOCIATION OF STATE AUDITORS, COMPTROLLERS, AND TREASURERS CONFERENCE TO PREPARE TO HOST THE 2009 CONFERENCE IN DEARBORN. PARTICIPATION IS NECESSARY TO PROMOTE NEXT YEAR'S EVENT, OBSERVE HOW THE CONFERENCE IS RUN, AND OBTAIN SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN.	C, E	\$ 791.54	\$ 240.46	\$ -	\$ -	\$ 1,032.00
08/09/2008	08/13/2008	RINGLER, DOUG	CHICAGO, IL	2008 NATIONAL ASSOCIATION OF STATE AUDITORS, COMPTROLLERS, AND TREASURERS CONFERENCE TO PREPARE TO HOST THE 2009 CONFERENCE IN DEARBORN. PARTICIPATION IS NECESSARY TO PROMOTE NEXT YEAR'S EVENT, OBSERVE HOW THE CONFERENCE IS RUN, AND OBTAIN SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN.	C, E	\$ 779.27	\$ 236.73	\$ -	\$ -	\$ 1,016.00
08/21/2008	08/23/2008	HASHO, MATTHEW	CHICAGO, IL	NEW BUDGET ANALYST TRAINING SEMINAR SPONSORED BY THE NATIONAL ASSOCIATION OF STATE BUDGET OFFICERS TO SECURE TRAINING NOT AVAILABLE IN MICHIGAN.	E	\$ 371.40	\$ 106.59	\$ -	\$ -	\$ 477.99
08/21/2008	08/23/2008	FINK, RYAN	CHICAGO, IL	NEW BUDGET ANALYST TRAINING SEMINAR SPONSORED BY THE NATIONAL ASSOCIATION OF STATE BUDGET OFFICERS TO SECURE TRAINING NOT AVAILABLE IN MICHIGAN.	E	\$ 440.36	\$ 126.38	\$ -	\$ -	\$ 566.74
08/21/2008	08/23/2008	MACDONALD, THOMAS	CHICAGO, IL	NEW BUDGET ANALYST TRAINING SEMINAR SPONSORED BY THE NATIONAL ASSOCIATION OF STATE BUDGET OFFICERS TO SECURE TRAINING NOT AVAILABLE IN MICHIGAN.	E	\$ 87.80	\$ 25.20	\$ -	\$ -	\$ 113.00
08/21/2008	08/23/2008	MURPHY, ROBERT	CHICAGO, IL	NEW BUDGET ANALYST TRAINING SEMINAR SPONSORED BY THE NATIONAL ASSOCIATION OF STATE BUDGET OFFICERS TO SECURE TRAINING NOT AVAILABLE IN MICHIGAN.	E	\$ 416.27	\$ 119.47	\$ -	\$ -	\$ 535.74

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Begin	End					GF/GP	Restricted	Federal	Other	
09/09/2008	09/09/2008	STODDARD, PHILLIP	COLUMBUS, OH	NATIONAL PUBLIC SECTOR HEALTH CARE ROUNDTABLE WORKING GROUP MEETING TO WORK COOPERATIVELY ON KEY POLICY INITIATIVES WHICH WOULD LOWER THE RATE OF INCREASE IN HEALTH COSTS AND IMPROVE THE QUALITY OF HEALTH CARE IN MICHIGAN. PARTICIPATION NECESSARY TO PRODUCE BUDGETARY SAVINGS.	C, E	\$ -	\$ 22.00	\$ -	\$ -	\$ 22.00
09/24/2008	09/26/2008	STODDARD, PHILLIP	WASHINGTON, DC	NATIONAL PUBLIC SECTOR HEALTH CARE ROUNDTABLE CONFERENCE TO OBTAIN INFORMATION REGARDING PENDING FEDERAL LEGISLATION THAT COULD SIGNIFICANTLY IMPACT THE COST, QUALITY, AND AVAILABILITY OF HEALTH CARE SERVICES. PARTICIPATION NECESSARY TO SECURE SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN AND TO PROVIDE BUDGETARY SAVINGS BY MAXIMIZING FEDERAL FUNDS.	C, E	\$ -	\$ 1,198.90	\$ -	\$ -	\$ 1,198.90
11/09/2008	11/10/2008	WILSON, ROSE	WASHINGTON, DC	GOVERNING MAGAZINE PUBLIC OFFICIAL OF THE YEAR EVENT TO REPRESENT DMB AND IDENTIFY NEW IDEAS FOR PUBLIC SECTOR LEADERSHIP AND MANAGEMENT AND SHARE INFORMATION WITH OTHER STATES. PARTICIPATION NECESSARY TO SECURE SPECIALIZED TRAINING NOT AVAILABLE IN MICHIGAN. AIRFARE ONLY, TRAVEL TO TAKE PLACE IN FISCAL YEAR 2009.	E	\$ 54.99	\$ 178.01	\$ -	\$ -	\$ 233.00

Authorization Codes

Total Out-of-State Travel **\$ 26,522.72**

- (A) Required by legal mandate or court order or for law enforcement purposes.
- (B) Necessary to protect the health or safety of Michigan citizens or visitors or to assist other states in similar circumstances.
- (C) Necessary to produce budgetary savings or to increase state revenues, including protecting existing federal funds or securing additional federal funds.
- (D) Necessary to comply with federal requirements.
- (E) Necessary to secure specialized training for staff that is not available within this state.
- (F) Financed entirely by federal or non-state funds.
- (G) State Budget Director Authorized Exemption.